

Q & A – Diversity Training for Managers and Supervisors

Here are some of the more frequently asked questions we about the Diversity Training initiative.

1. How do we enroll in a training session?

Managers and supervisors should contact their training liaison to enroll in a session. If you do not have a training liaison, you may complete an [enrollment form](#) and fax it to Dawn Stohs at (515) 242-5070.

2. Where will the training sessions take place?

Sessions in Des Moines will be held at the Hoover Building or the Capitol. The majority of sessions held outside of Des Moines will be at State agency facilities. Participants will receive a confirmation message approximately two weeks prior to the course with details for the location.

3. Are newly hired new managers and supervisors required to attend this training?

As you hire new managers or supervisors, you are required to enroll them for this training.

4. What criteria were used to generate the list of managers and supervisors?

The list of managers and supervisors was ran based on data as of pay period end date 5/15/2008. It includes individuals that are a classified as a manager or supervisor. This report is a guideline to help agencies identify managers and supervisors.

5. I have other individuals that are not on the list I received. Can those individuals attend this training?

The list includes those individuals that are classified as a manager or supervisor on the payroll system. You may have other individuals in your agency that assist those in the hiring process (ie: Personnel Assistants). Yes, they are welcome to attend a training session.

6. Is this training going to be tracked?

Yes, since this training is required as part of Executive Order 4, Performance & Development Solutions will periodically run reports to track attendance at these sessions. Reports will be forwarded to the agencies.

7. If we do not attend a session in 2008, will it be offered in 2009?

Yes, we will continue to offer this course as a regular offering after 2008. Sessions taken place in 2008 will be free of charge. Sessions in 2009 will have a fee.

8. Are there a maximum number of participants allowed in each session?

Yes, the majority of sessions are set up to allow a maximum of 30 - 35 participants. You are encouraged to enroll your managers and supervisors early as there may not be available spaces at later dates.

If you have any questions or need further clarification, please contact Dawn Stohs at (515) 725-2051 or dawn.stohs@iowa.gov or Judy Akre at (515) 281-6383 or judy.akre@iowa.gov.